

# COVID-19 Information Sheet

None of this is meant to contradict with CSX corporate guidelines and you must follow all CSX policies when you are making decisions of what you need to do.

What to do if you are out of work due to the Covid-19 Virus. These are things you can do while working within CSX rules for time off. There may be other things available also.

Sign up for a Railroad Retirement Board account if you have not done so in the last 6 months. They now have a new log in process. Better to have this done before you need it.

1. You can take any vacation or time off that you have liberally, it must be cleared with your manager.
2. On a case by case basis we may be able to get someone a leave of absence from the Railroad. This could also come with some disadvantages because your insurance would be turned off in a short time.
3. Use FMLA to get time off.  
If an employee elects to use FMLA during this pandemic, this is how it will play out. Once they are approved by the railroad for FMLA leave they will be coded 1 (there are only four coding options and this particular code keeps healthcare active) to united healthcare which will allow their healthcare benefits to continue for up to 12 weeks, once their FMLA leave is exhausted they will have to return to work to keep healthcare active. Also, it should be noted that the 7 day monthly requirement for healthcare benefits still applies but FMLA days count towards the 7 day requirement and can be used in conjunction with actual working days to meet the 7 day requirement. The monthly healthcare contribution is not waved in these instances, and would most likely be collected by the railroads after the employee returns to work and is receiving regular paychecks again.
4. If you cannot come to work because you are sick or quarantined you may be forced to stay home with sick no pay code in the payroll system and points would incur. We could try to get these taken off. I don't think CSX will dispute your not being able to come in.
5. Apply for sickness and unemployment benefits. (see applying for benefits and unemployment page at the end of this document).
6. If you think are sick please do not come to work and jeopardize the health and welfare of your Brothers and Sisters also.

We also had some questions asked about covid-19. Here are some answers.

**Q:** We all will most likely have had some contact with someone who goes for the corona virus testing. If around someone with the virus we must quarantine. Then we are out of service. With that being said, they are telling individuals they can't return to work unless they have tested negative. Here is the problem. You have to have a Doctors order to receive the test. To get the order you must have symptoms. So, if you display no symptoms your Doctor will not order the test. Therefore, preventing you from returning to work. **How do we make a better path to return to work? Or what is the path to return to work?**

This answer is from corporate.

*A: Once we have adequate documentation that an employee had tested positive, a written clearance from a health care provider, or we have sufficient information available to clear the employee by direct interview, we will make a medical qualification entry which will allow the employee to mark up. Given the demand on the healthcare community we are trying to be realistic, minimize the paperwork when possible and sensitive to the situation without putting others at risk. We are not requiring everyone to present proof of a negative test before clearing them for return to work.*

If you are diagnosed with or presumed to have COVID-19 by your health care provider or public health department, follow their instructions and notify your manager and the CSX Medical Department at [pandemicresponse@csx.com](mailto:pandemicresponse@csx.com). When you return to good health, we ask that you provide a [return-to-work note](#) from your physician advising us that you have recovered and are no longer contagious. Use the normal medical clearance process for this purpose.

**Q:** What if your headquarters is not disinfected or you cannot get cleaning supplies?

**A:** If there are any headquarters that are not being cleaned enough, the local manager should be able to get it taken care of. If you have asked and it is still not taken care of, I would need to give them details about the headquarters that have problems so that we could get them cleaned. If there are cleaning supplies that you cannot get at this point, they may be difficult to procure right now, but I think they need to do what they can to keep things disinfected. They should be trying to order or buy this for us when needed even if they need to buy them from a local store.

Keep your truck disinfected for your own benefit. Use something from home if you must, I know CSX should provide it but this will safeguard you.

**Q:** What about increase in crime due to the current situation?

**A:** If there are security risks on your territory the best thing to do is discuss them with your manager or call the PSCC. I know this does not help in many cases if you feel threatened the manager needs to respect that and get you help.

CSX has contracted with Care.com. Some of you might find it helpful.

CSX has contracted with a vendor, Care.com, to provide union-represented employees assistance in finding alternative child care in light of recent school and day care closures. This free service, called Care@Work, gives employees an expansive database to find caregivers for an employee's whole family – kids, parents, pets and even their home. With Care@Work, employees can find:

- Child care
- Senior care
- Pet care
- Event planning
- Housekeeping
- Errand services
- Moving services

Sickness benefits next page

## HOW TO GET SICKNESS BENEFITS

File an application for sickness benefits by mail, and claim sickness benefits online or by mail.

- **Application process:** You can obtain an *Application for Sickness Benefits (Form SI-1a)* from your employer, labor organization, online, or any RRB office. An application and statement of sickness signed by a doctor are required at the beginning of each period of continuing sickness for which benefits are claimed.

The RRB suggests keeping an application for sickness benefits on hand, and making sure your family has access to it and knows how to use it. If you become unable to work because of an illness or injury, complete the application and have your doctor complete the attached *Statement of Sickness (SI-1b)*. If you are too sick to complete the application yourself, someone else may do it for you. In such cases, a member of your family should also complete a *Statement of Authority to Act for Employee (Form SI-10)* which accompanies the statement of sickness.

Mail your completed forms to the RRB's headquarters in Chicago within 10 days from when you become sick or injured. Upon receipt, the RRB will process your application and determine if you are eligible for sickness benefits.

An application for sickness benefits ([Form SI-1a](#)) is available online or can be obtained from railroad employers, railroad labor organizations, or any RRB office. An application and a doctor's statement of sickness are required at the beginning of each *period of continuing sickness* for which benefits are claimed. The RRB suggests that you keep an application form on hand for use in claiming sickness benefits, and that your family knows where the form is kept and how to use it.

- **Biweekly claims:** After processing your application, the RRB will provide you with biweekly claims which will be made available online and mailed to you, as long as you remain unable to work due to illness or injury and are eligible for benefits.

If you have an account for using [myRRB](#), log in to conveniently file your sickness claims online. To create your account, visit [myRRB](#) and click on the button labeled **SIGN IN WITH LOGIN.GOV**. The RRB encourages employees to establish their myRRB accounts while still working to expedite the filing process for future sickness benefits, and for access to other online services.

The RRB must receive your claims within 30 days of the last day of the claim period, or within 30 days from when your claim was made available online or mailed to you, whichever is later. Once you submit a claim for sickness benefits online, all subsequent claims will be made available online only, and will no longer be mailed. You risk losing benefits if your application and/or claims are not filed on time. If you know in advance that you may be filing an unemployment or sickness application or claim late, you should include a signed statement explaining why you are unable to meet the required time frame.

As with claims for unemployment benefits, the RRB must notify your base-year employer each time you file a claim for sickness benefits. That employer has the right to submit information relevant to your claim before the RRB makes its initial determination. The RRB will also notify your current employer (if different from your base-year employer). In addition, the RRB notifies your base-year employer each time sickness benefits are paid to you.

## HOW TO GET UNEMPLOYMENT BENEFITS

*File an application for sickness benefits by mail, and claim sickness benefits online or by mail.*

- **Apply online:** If you already set up an account for using [myRRB](#), log in to conveniently apply for unemployment benefits online. To create your account, visit [myRRB](#) and click on the button labeled **SIGN IN WITH LOGIN.GOV**. The RRB encourages employees to establish their myRRB accounts while still working to expedite the filing process for future unemployment benefits, and for access to other online services.
- **Apply by mail:** You can obtain an *Application for Unemployment Benefits (Form UI-1)* from your employer, labor organization, online, or any RRB field office. Once complete, the application should be mailed to your local field office as soon as possible.

You must file an application within 30 days from the date you become unemployed or the first day for which you wish to claim benefits. You risk losing benefits if you do not file your application and/or claims timely.

Whether you file online or by mail, the local field office will review your application and notify your current employer, and base-year railroad employer if different. Your employer has the right to provide information about your benefit application.

- **Biweekly claims:** After your application is processed, the RRB will provide you with biweekly claims as long as you remain unemployed and eligible for benefits. These biweekly claims are available online and mailed to you, and should be filed only on or after the last day of the claim. Your completed claim must be received by the RRB within 15 days of the end of the claim period, or within 15 days of the date the claim was made available online or mailed to you, whichever is later. Do not file both an online and a paper claim for the same claim period. Once you submit a claim for unemployment benefits online, all subsequent claims will be made available online only, and will no longer be mailed.

Before making an initial determination, the RRB must notify your base-year employer (and current year employer if different) each time you file a claim for unemployment benefits and give that employer an opportunity to submit information relevant to the claim. The RRB will also notify your base-year employer each time benefits are paid to you.

You only need to file one application during a benefit year even if you become unemployed more than once. However, in that case, you must request a new claim form from the RRB within 30 days of the first day for which you want to claim benefits. These claims may then be filed online or by mail.